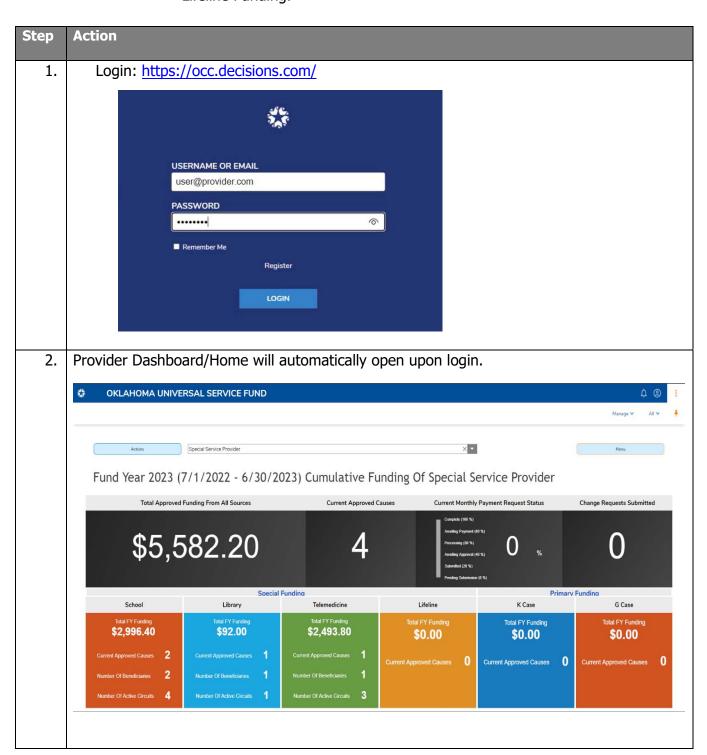


Training Handout: General MPR Submission

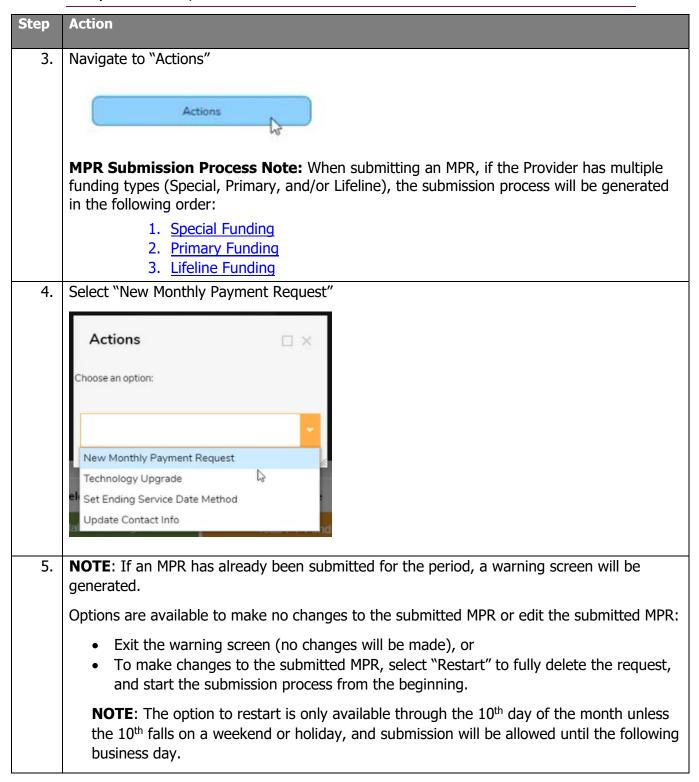
Overview: The following training handout reviews step-by-step instructions on

how to submit an MPR – Special Funding, Primary Funding, or

Lifeline Funding.

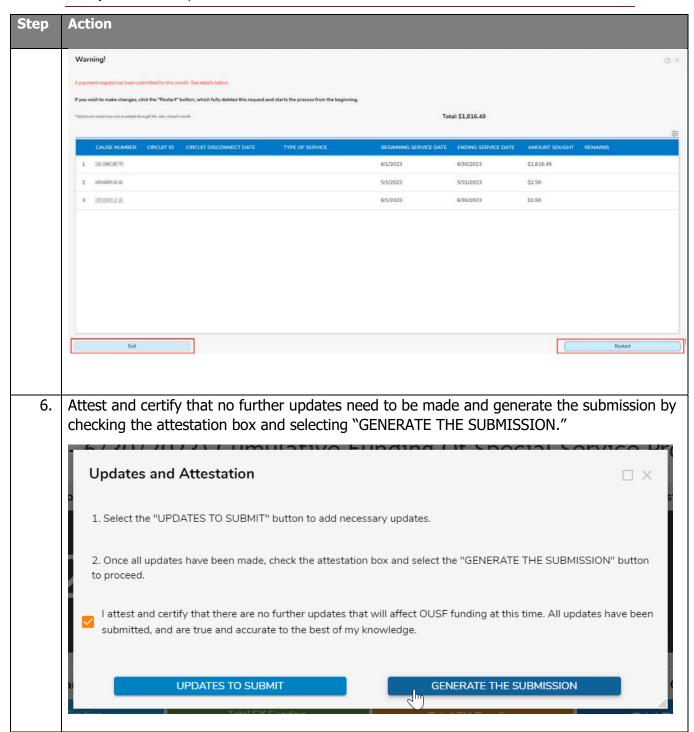








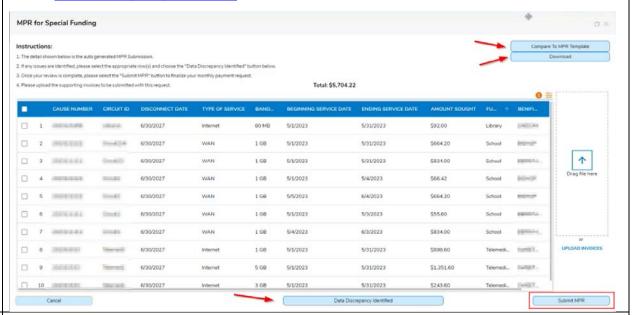
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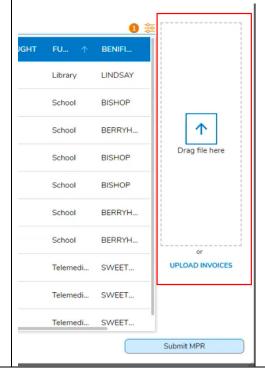


Special Funding MPR Submission – School, Library, Telemedicine

- 1. Navigate to different options. Options available are:
 - Compare to MPR Template
 - Download
 - Data Discrepancy Identified

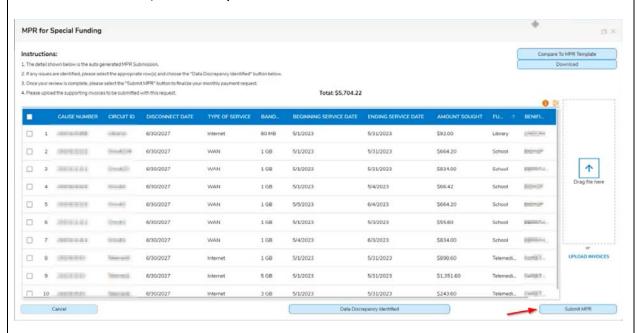


2. If invoices are required for the MPR submission, the following prompt will appear. Simply drag and drop invoices into the box (highlighted red below).

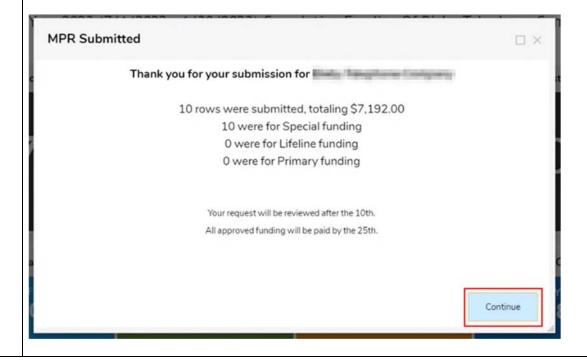




3. Select "Submit MPR", once ready:



- 4. After all categories of active MPRs are submitted, the MPR Summary Box will pop up.
 - Press Continue to complete. It will automatically take you back to the main dashboard.

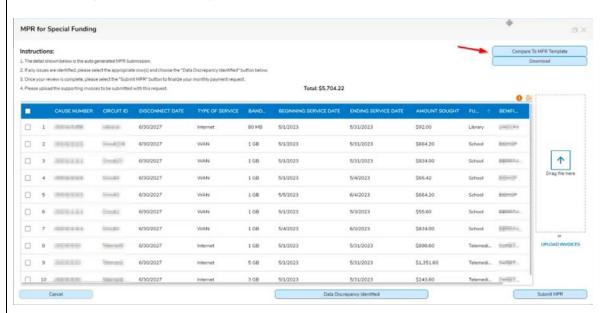




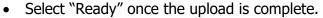
OPTIONAL: HOW TO COMPARE PROVIDER'S MPR TEMPLATE TO DECISIONS MPR:

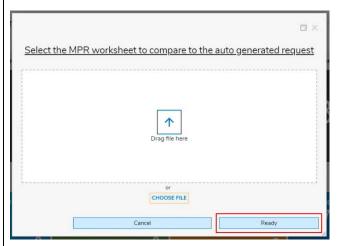
While the goal is for the MPR worksheet to match the auto-generated request, we have provided two reconciliation options to compare any differences.

1. | Select "Compare to MPR Template"



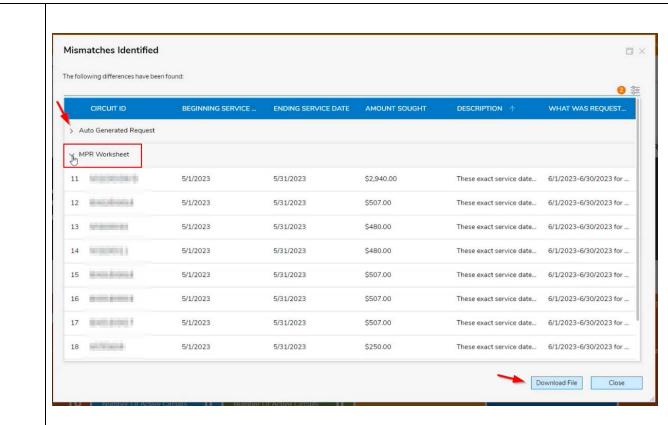
2. Upload the desired MPR worksheet to compare to the auto-generated request.



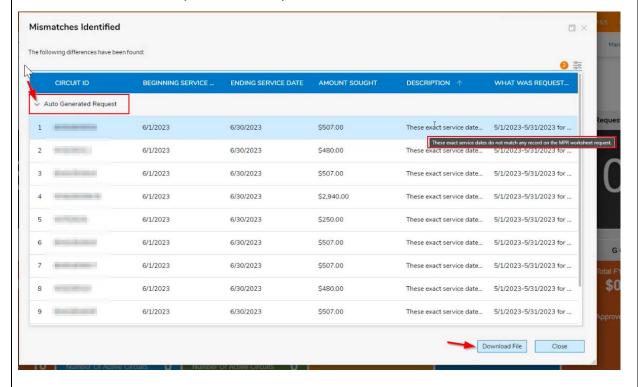


- 3. Two reconciliations are completed, displaying the differences between your MPR and the Auto-Generated Request (see red boxes/arrows in screenshots below):
 - 1. **Auto-Generated Request** lists all items expected on the generated request that are not included in the uploaded MPR file.
 - 2. **MPR Worksheet** lists all items included on the MPR worksheet that does not reconcile with what is expected on the auto-generated request.
 - Select "Download File" to download an Excel version of the differences found.





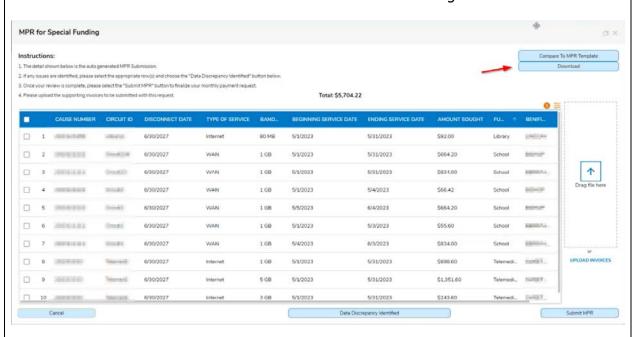
NOTE: The description column specifies the exact difference detected.



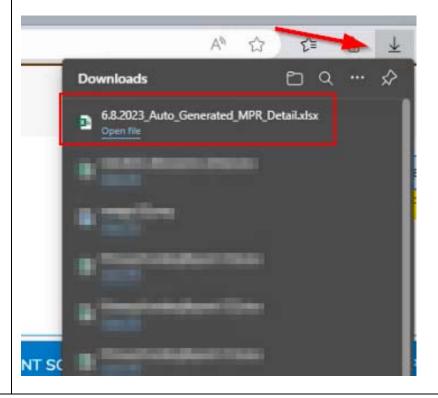


OPTIONAL: HOW TO DOWNLOAD GENERATED MPR

1. | Select "Download" for an Excel version of the MPR that has been generated.



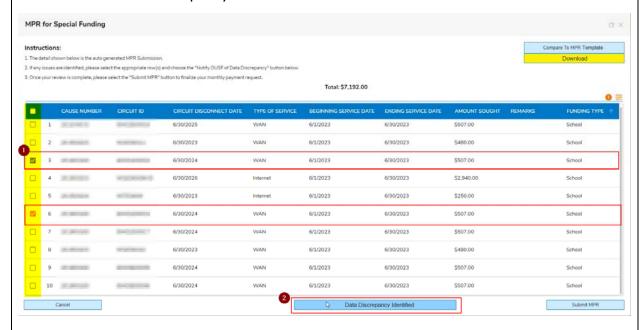
2. Open your computer's Downloads Folder to access the auto generated MPR in an Excel format.



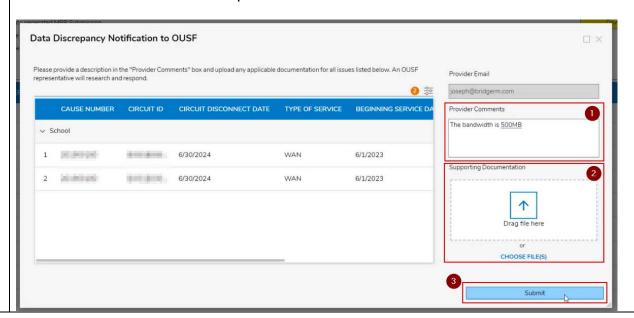


HOW TO NOTIFY OUSF OF DATA DISCREPANCY:

- 1. Select the Circuit(s) that have discrepancies by checking the boxes on the left-hand side of each line item.
 - NOTE: Only check the boxes of the line items that have discrepancies.
 - 2. Select "Data Discrepancy Identified"



- 2. 1. Enter a Provider Comment applicable to the selected Circuit ID(s).
 - a. Example in the screenshot below: "The Bandwidth is 500MB."
 - 2. Upload a file to "Supporting Documentation" to support/reflect the data discrepancy left in the comment.
 - 3. Select "Submit" when complete.





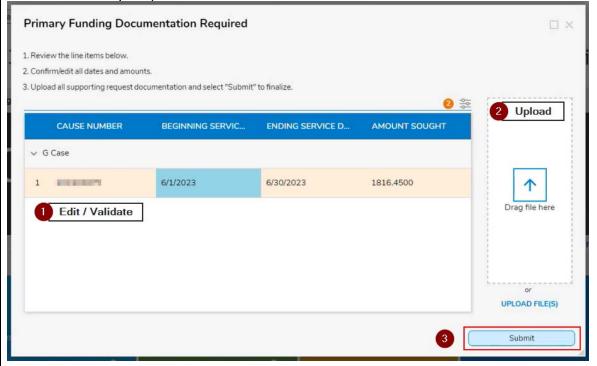
- 3. Confirmation of the discrepancy submission will appear:
 - Select "DISMISS" to close the confirmation box



NOTE: Notification does not alter the MPR submission, it only sends notice to OUSF. OUSF will research the discrepancy and respond.

Primary Funding MPR Submission

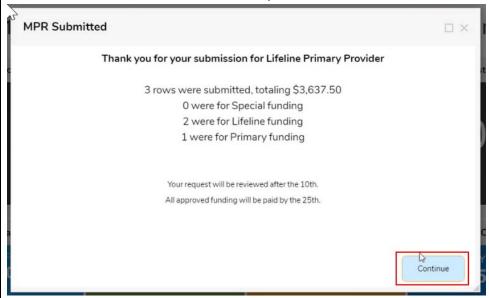
- 1. Validate that the calculated funding amount is correct.
 - a. Edit dates and amounts, if necessary.
 - 2. Upload supporting documentation.
 - a. **NOTE**: MPR submission cannot be completed without uploading supporting documentation
 - 3. Once complete, select "Submit"





2. After all categories of active MPRs are submitted, the MPR Summary Box will pop up.

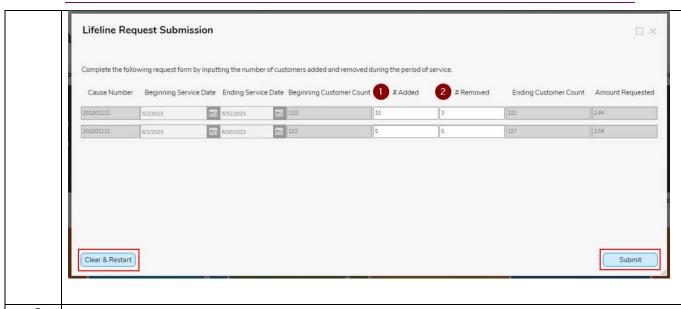
Press Continue to close Summary Box and return to the main Dashboard.



Lifeline Funding MPR Submission

- 1. Validate the following fields. Edit, as necessary:
 - o Cause Number
 - Beginning Service Date reflects the prior Month's Beginning Service Date
 - Ending Service Date reflects the prior Month's Ending Service Date
 - Beginning Customer Count reflects the prior Month's Customer Count
 - Update the following fields:
 - 1. # Added: Enter the number of customers who have been added to funding since the prior month's submission.
 - 2. # Removed: Enter the number of customers who have been removed from funding since the prior month's submission numbers.
 - If the edited fields are incorrect, select "Clear & Restart" which will delete the entered numbers for all rows (# Added and # Removed).
 - Validate the following fields:
 - o Ending Customer Count reflects the customer count for the current month.
 - i.e.: Beginning Customer Count # + # Added # Removed = Ending Customer Count
 - Amount Requested reflects the approved OUSF Lifeline Funding Amount per customer multiplied by the Ending Customer Count.
 - Once complete, select "Submit"

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- 2. After all categories of active MPRs are submitted, the MPR Summary Box will pop up.
 - Press Continue to close Summary Box and return to the main Dashboard.

